

LAW OFFICES

MONTGOMERY, McCRACKEN, WALKER & RHOADS

THREE PARKWAY □ PHILADELPHIA, PA 19102

(215) 665-7200 □ FACSIMILE (215) 636-9373

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* MEMBER OF WASHINGTON, D.C. BAR
* MEMBER OF NEW YORK BAR
* NOT A MEMBER OF PENNSYLVANIA BAR

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SUSAN E. RIPPET*

1156 15TH STREET, N.W.
SUITE 550
WASHINGTON, D.C. 20005
(202) 828-6901
FACSIMILE (202) 828-5625

1010 KINGS HIGHWAY SOUTH
CHERRY HILL, N.J. 08034
(609) 429-1010
FACSIMILE (609) 429-3432

300 W. STATE STREET
MEDIA, PA 19063
(215) 566-0249
FACSIMILE (215) 566-9065

DIRECT DIAL:

(215) 665-7562

September 3, 1992

TO: Margarita Echevarria, Esquire
Robert G. Mendez, Esquire
Rafael Perez, Esquire
Paul Zavala, Esquire

FROM: Gilbert F. Casellas, Esquire

RE: HNBA Seminar

I have attached a rough outline which expands upon my February 28, 1992 letter. I look forward to your comments and suggestions.

2. Criteria for Selection
 - a. expertise
 - b. fee arrangements
 - c. geographical location
 - d. size, prominence, "connections"
3. Fee Arrangements and Billing Guidelines
 - a. hourly rates, blended rates, value billing, budgets, etc.
 - b. use of less experienced lawyers
 - c. engagement letters
 - d. reporting requirements
4. Roles
 - a. inside counsel as gatekeeper
 - b. co-counsel
 - c. inside counsel as the client

To: Frank D. Casciano
From: M. Echevarria
Date: 9/8/92

The attached is a rough outline for my talk at the HNBA convention. I plan to talk about the specific impact of Retek on our atty hiring guidelines, and billing arrangements. I would appreciate any additional assistance you can give me.

ME